

**File #:**

*62-116395*

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**Serial Scope:**

*201 - Bulkey*

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62-

HQ-116395

Serial 201



62-HQ-116395-E201

BULKY

# 3008

FBI - CENTRAL RECORDS CENTER

HQ - HEADQUARTERS

BOX 3608

Class / Case #	Sub	Vol.	Serial #
0062 116395		1	201

ONLY

2/13/89018



RRP0042770

62-HQ-116395-201

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HQ -116395

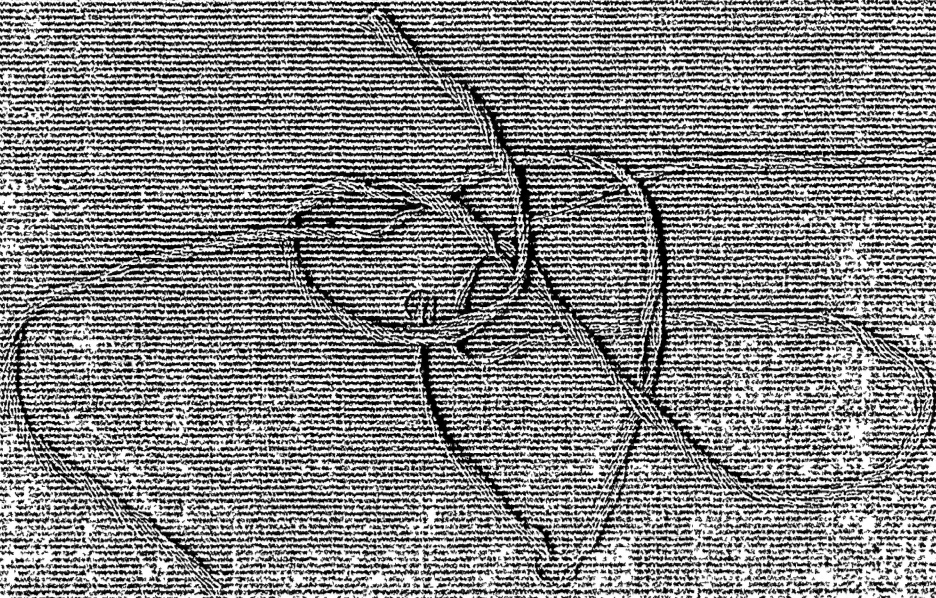
Serial 201



62-HQ-116395-EE01

BULKY

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62-116395-201

enc. <sup>3</sup>  
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5/22/75

HWD/SFP:cmc

The Attorney General UNITED STATES SENATE SELECT  
COMMITTEE ON INTELLIGENCE  
ACTIVITIES

Rememo from SSC 4/10/75 & appendices thereto,  
rqstng certain documents & other info from FBI.  
Atchd for ur approval & forwarding to Committee is  
original of memo, one copy of document cptnd "FBI  
Indexing Procedures" which concerns FBI's filing  
system & one copy each of 13 Tables of Contents  
for FBI forms. A copy of this memo w/encls being  
provided for ur records.

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(Filed in 66-3482-7584 - Bulet  
to LEGATS 4/24/74)

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- 3 -  
4/1/75

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- 8-113 ..... Airtel to SAC Sending Proposed Press Release for  
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- 8-116 ..... Form Mail Record (various colors for each year)
- |             |             |             |
|-------------|-------------|-------------|
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| white 1961  | yellow 1967 | yellow 1973 |
| green 1962  | green 1968  | blue 1974   |
| yellow 1963 | pink 1969   | white 1975  |
| blue 1964   | white 1970  |             |
| white 1965  | blue 1971   |             |
- (destroyed after 3 years - per Mr. Engelmeier, now  
replaced by Mr. Tykal)  
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\* Employees Security and Special Inquiry Section

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*Deleted  
 (cancel. 7/15/75  
 0-14y)  
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 H*

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## FBI INDEXING PROCEDURES

The FBI utilizes a system of maintaining its over 6,500,000 investigative, personnel, and administrative files by which all information on a given subject is channeled into one file. In order to facilitate control of the file and accommodate multiple subject(s) matters, a numbering system is used to indicate: (1) general classification and nature of the violation; (2) the individual case file in this category; and (3) serialization of each piece of mail in the file. For instance, the number 7-100-10 on a piece of mail indicates it is the 10th piece of mail in the 100th file assigned in the Kidnaping (7) classification. Our files are maintained in 185 classifications. A list of these classifications is attached.

The key to these numerically maintained files is the general index presently consisting of over 58,000,000 index cards on all manner of subject matters but primarily a name index of individuals. This master index must be searched to determine what information, if any, the FBI may have in its files. In view of this system, each communication must have a subject.

The classifier in the Classifying Unit of the Mail Processing Unit of the Records Section in the Files and Communications Division designates the "subject" of the particular communication on which a "main" index card is prepared; assigns the classification showing the violation or nature of the matter involved; and designates names in the body of the communication on which "see" (contraction for see reference or cross-reference) index cards are to be prepared.

The "main" index card denotes that the name on index card is the subject of the file and the name on "see" index card indicates the name is not the main subject of the file but that the name only appears in a specific communication filed in the file of a different subject matter.

The subject of the file may be on a variety of topics such as an individual, organization, company, publication, foreign intelligence activities, or such administrative items as space, equipment, or automobile accidents involving FBI automobiles.

After the classifier has designated the "subject" and assigned the classification for the communication, the classifier designates the names in the body of the communication on which "see" index cards are to be prepared. The nature and extent of

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detail in the communication require the classifier to utilize judgment as to whether information should be designated for index cards. The classifier has general guidelines for each of the 185 classifications. Generally, in a criminal-type matter, the following will be cross-indexed: suspects; uncooperative individuals; anyone giving assistance to the subject such as a person who allowed a bank robber to use his car while committing a bank robbery; person passing, possessing and disposing of ransom money; fences of stolen property; titles of song sheets or films being distributed in violation of copyright laws; madames and procurers; a person suspected of harboring a fugitive, and the original complainant in the case. Complainant is indexed so that the investigation can be identified should the complainant make inquiry regarding his allegation at a later date.

In security-type investigations, the classifier is governed by the type of investigation and the nature and extent of the information in the communication. The classifier will generally index associates and relatives of the subject; members of organizations under investigation or determined to be possible subversive; individuals contributing funds to subversive-type activity; subversive or seditious publications; writers of articles in subversive or seditious publications; bookstores specializing in subversive-type publications and related types of information.

As an example of such indexing, the following indexing would occur in connection with a case involving the investigation of an extortion threat against Congressman X in which the individual making the threat is unknown. The vast majority of extortion cases we receive involve threats against individuals by unknown individuals. As previously stated, each file must have a subject to insure all mail on a matter is filed in one place. Accordingly, in order to insure that all mail on an investigation is placed in the same file, the victim's name is used as the subject of the file when the individual who made the threat is unknown. Accordingly, Congressman X, as the victim, would be subject of the file for mail filing purposes. The "main" index card prepared would show that he is the victim and not the extortionist. "See" index cards will be prepared on any individuals suspected of writing the threatening letter. If a suspect is later identified as the extortionist, a "main" index card is prepared on his name to indicate we now have a file on this individual as the subject of a specific criminal investigation.

As previously stated, access to the numerically maintained files is through the index cards maintained in the general index. The index cards are, accordingly, retained as long as the file is in existence.

Age of information in FBI files covers a relatively short span of years. FBI had a relatively small number of files until the President, in 1939, directed the FBI to be responsible for the internal security of the United States. In view of this and, as the number of violations of law over which the FBI has jurisdiction has increased greatly since 1939, the vast majority of FBI files has been created since

1939. We do, however, have a program for destroying files which no longer have a contemporary value. Regulations of the National Archives and Records Service, General Services Administration, issued under authority of Chapters 29, 31, and 33, Title 44, U.S. Code, govern our file retention and destruction procedures. When the files are destroyed, the "main" and "see" cards for all matters in the files are pulled from the general index and destroyed.



## CLASSIFICATIONS

1. Training Schools; National Academy Matters; F.B.I. National Academy Applicants
2. Neutrality Matters
3. Overthrow or Destruction of the Government
4. National Firearms Act; Federal Firearms Act; State Firearms Control Assistance Act; Unlawful Possession or Receipt of Firearms
5. Income Tax
6. Interstate Transportation of Strike Breakers
7. Kidnaping
8. Migratory Bird Act
9. Extortion
10. Red Cross Act
11. Tax (Other than income)
12. Narcotics
14. Sedition
15. Theft from Interstate Shipment
16. Violation Federal Injunction - Obsolete
17. Veterans' Administration Matters
18. May Act
19. Censorship Matters (obsolete)
21. Food and Drugs
23. Prohibition
24. Profiteering (obsolete)
25. Selective Service Act; Selective Training and Service Act of
26. Interstate Transportation of Stolen Motor Vehicle; Interstate Transportation of Stolen Aircraft
27. Patent Matter
28. Copyright Matter
29. Bank Fraud and Embezzlement
31. White Slave Traffic Act
32. Identification (Fingerprint Matters)
33. Uniform Crime Reporting
35. Civil Service
36. Mail Fraud
39. Falsely Claiming Citizenship
40. Passport and Visa Matter
41. Explosive (obsolete)
42. Deserter; Deserter - Harboring
43. Illegal Wearing of Uniform; False Advertising or Misuse of Names, Words, Emblems or Insignia; Illegal Manufacture, Use, Possession, or Sale of Emblems and Insignia; Illegal Manufacture, Sale, or Use of Military Cremation Urn; Illegal Manufacture, Possession or Wearing of Civil Defense Insignia; Miscellaneous- Forging or Using Forged Certificate of Discharge from Military or Naval Service; Miscellaneous - Falsely Making or Forging

- Naval, Military, or Official Pass; Miscellaneous - Forging or Counterfeiting Seal of Department or Agency of the U.S.; Misuse of the Great Seal of the United States or of the Seals of the President or the Vice President of the United States; Unauthorized Use of "Johnny Horizon" Symbol; Unauthorized Use of "Smokey Bear" Symbol.
44. Civil Rights; Civil Rights-Election Laws; Civil Rights-Election Laws-Voting Rights Act, 1965
  45. Crime on the High Seas (Includes stowaways on boats and aircraft)
  46. Fraud Against the Government: Anti-Kickback Statute; Dependents Assistance Act of 1950; False Claims - (Civil); Federal-Aid Road Act; Lead and Zinc Act; Public Works and Economic Development Act of 1965; Renegotiation Act - (Criminal); Renegotiation Act - (Civil); Trade Expansion Act of 1962; Unemployment Compensation Statutes; Economic Opportunity Act
  47. Impersonation
  48. Postal Violations (Except Mail Fraud)
  49. National Bankruptcy Act
  50. Involuntary Servitude and Slavery
  51. Jury Panel Investigations
  52. Theft, Robbery, Embezzlement, Illegal Possession or Destruction of Government Property
  54. Customs Laws and Smuggling
  55. Counterfeiting
  56. Election Laws
  57. War Labor Disputes Act (Obsolete)
  58. Bribery; Conflict of Interest
  60. Anti-Trust
  61. Treason or Misprision of Treason
  62. Miscellaneous - including Administrative Inquiry (formerly Misconduct in Office)
  63. Miscellaneous - Non-Subversive - including:
    - Black Market in Railroad Tickets (obsolete)
    - Civil Aeronautics Act (Obsolete)
    - Eight-Hour-Day Law
    - Federal Judiciary Investigations
    - Federal Juvenile Delinquency Act
    - Kickback Racket Act
    - Lands Division Matter (Condemnation Proceedings)
    - Miscellaneous - Civil Suit
    - Miscellaneous - O.P.A. Violations (Civil) (Obsolete)
    - Miscellaneous - Wage and Hour Law (Fair Labor Standards Act of 1938)
    - Soldiers and Sailors Civil Relief Act of 1940

Tariff Act of 1930

Top Hoodlum Coverage

Unreported Interstate Shipment of Cigarettes

Federal Cigarette Labeling and Advertising Act

64. Foreign Miscellaneous
65. Espionage
66. Administrative Matters
67. Personnel Matters
68. Alaskan Matters (Obsolete)
69. Contempt of Court
70. Crime on Indian Reservation; Inducing Conveyance of Indian Trust Land; Crime on Government Reservation; Embezzlement or Theft of Indian Property
71. Bills of Lading Act
72. Obstruction of Justice; Obstruction of Court Orders; Obstruction of Criminal Investigations
73. Application for Pardon After Completion of Sentence and Application for Executive Clemency
74. Perjury
75. Bondsmen and Sureties
76. Escaped Federal Prisoner; Escape and Rescue; Probation Violator; Parole Violator; Mandatory Release Violator
77. Applicants (Special Inquiry, Departmental and Other Government Agencies except those having special classifications)
78. Illegal Use of Government Transportation Requests
79. Missing Persons
80. Laboratory Research Matters
81. Gold Hoarding (Obsolete)
82. War risk Insurance (National Service Life Insurance) (Obsolete)
83. Court of Claims
84. Reconstruction Finance Corporation Act (Obsolete)
85. Home Owner Loan Corporation (Obsolete)
86. Federal Lending and Insurance Agencies
87. Interstate Transportation of Stolen Property (Fraud by wire, Radio, or Television)
88. Unlawful Flight to Avoid Prosecution, Custody, or Confinement; Unlawful Flight to Avoid Giving Testimony
89. Assaulting or Killing A Federal Officer; Congressional Assassination Statute
90. Irregularities in Federal Penal Institutions
91. Bank Burglary; Bank Larceny; Bank Robbery
92. Anti-Racketeering; A.R.- Lea Act; A.R.- Interference with Government Communications System; A.R.- HOBBS Act
93. Ascertaining Financial Ability
94. Research Matters
95. Laboratory Cases (Examination of Evidence in Other Than Bureau Cases)

96. Alien Applicants (Obsolete)
97. Registration Act
98. Sabotage
99. Plant Survey (Obsolete)
100. Subversive Matter (Individuals); Internal Security (Organizations)
101. Hatch Act (Obsolete)
102. Voorhis Act
103. Interstate Transportation of Stolen Cattle
104. Servicemen's Dependents Allowance Act of 1942 (Obsolete)
105. Internal Security (Nationalistic Tendency - Foreign Intelligence) (Individuals and Organizations - by country.)
106. Alien Enemy Control; Escaped Prisoners of War and Internees (Obsolete)
107. Denaturalization Proceedings (Obsolete)
108. Foreign Travel Control (Obsolete)
109. Foreign Political Matters
110. Foreign Economic Matters
111. Foreign Social Conditions
112. Foreign Funds
113. Foreign Military and Naval Matters
114. Alien Property Custodian Matter (Obsolete)
115. Bond Default; Bail Jumper
116. Atomic Energy Act-Applicant; Atomic Energy Act-Employee
117. Atomic Energy Act-Criminal
118. Applicant - Central Intelligence Agency (Obsolete)
119. Federal Regulation of Lobbying Act
120. Federal Tort Claims Act
121. Loyalty of Government Employees (Obsolete)
122. Labor Management Relations Act, 1947
123. Special Inquiry-State Department - Voice of America (U. S. Information Center) (Public Law 402 - 80th Congress)
124. European Recovery Program (International Cooperation Administration) formerly Foreign Operations Administration, Mutual Security Agency, Economic Cooperation Administration or E.R.P., European Recovery Program; A.I.D. - Agency for International Development (Obsolete)
125. Railway Labor Act; Railway Labor Act - Employer's Liability Act
126. National Security Resources Board - Special Inquiry (Obsolete)
127. Sensitive Positions in the U. S. Government - Public Law 266 (Obsolete)

128. International Development Program (Foreign Operations Administration)
129. Evacuation Claims (Obsolete)
130. Special Inquiry - Armed Forces Security Act (Obsolete)
131. Admiralty Matter
132. Special Inquiry - Office of Defense Mobilization (Obsolete)
133. National Science Foundation Act - Applicant (Obsolete)
134. Security Informants
135. PROSAB (Protection of Strategic Air Command Bases of U.S.A. Air Force)
136. American Legion Contact (Obsolete)
137. Criminal Informants
138. Loyalty of Employees of the United Nations and Other Public International Organizations
139. Interception of communications (Formerly Unauthorized Publication or Use of Communications)
140. Security of Government Employees; S.G.E. - Fraud Against the Government
141. False Entries in Records of Interstate Carriers
142. Illegal Use of Railroad Pass
143. Interstate Transportation of Gambling Devices
144. Interstate Transportation of Lottery Tickets
145. Interstate Transportation of Obscene Matter; Broadcasting of Obscene Language
146. Interstate Transportation of Prison Made Goods
147. Federal Housing Administration Matters
148. Interstate Transportation of Fireworks
149. Destruction of Aircraft or Motor Vehicles
151. (Referral cases received from CSC under P. L. 298)
  - Agency for International Development
  - Atomic Energy Commission (Civil Service Commission)
  - National Aeronautics and Space Administration
  - National Science Foundation
  - Peace Corps; Action
  - U.S. Arms Control and Disarmament Agency
  - World Health Organization
  - International Labor Organization
  - U.S. Information Agency
152. Switchblade Knife Act
153. Automobile Information Disclosure Act
154. Interstate Transportation of Unsafe Refrigerators
155. National Aeronautics and Space Act of 1958
156. Welfare and Pension Plans Disclosure Act

157. Extremist Matters; Civil Unrest
158. Labor-Management Reporting and Disclosure Act of 1959  
(Security Matter) (Obsolete)
159. Labor-Management Reporting and Disclosure Act of 1959  
(Investigative Matter)
160. Federal Train Wreck Statute
161. Special Inquiries for White House, Congressional Committees  
and Other Government Agencies
162. Interstate Gambling Activities
163. Foreign Police Cooperation
164. Crime Aboard Aircraft
165. Interstate Transmission of Wagering Information
166. Interstate Transportation in Aid of Racketeering
167. Destruction of Interstate Property
168. Interstate Transportation of Wagering Paraphernalia
169. Hydraulic Brake Fluid Act (Obsolete)
170. Extremist Informants
171. Motor Vehicle Seat Belt Act (Obsolete)
172. Sports Bribery
173. Public Accommodations-Civil Rights Act of 1964  
Public Facilities-Civil Rights Act of 1964  
Public Education-Civil rights act of 1964  
Employment-Civil Rights Act of 1964
174. Explosives and Incendiary Devices; Bomb Threats  
(Formerly Bombing Matters; Bombing Matters-Threats)
175. Assaulting the President (or Vice-President) of the  
United States
176. Antiriot Laws
177. Discrimination in Housing
178. Interstate Obscene or Harassing Telephone Calls
179. Extortionate Credit Transactions
180. Desecration of the Flag
181. Consumer Credit Protection Act
182. Illegal Gambling Business; Illegal Gambling  
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FD-9 - Identification Record Request	white bond	4-28-65
FD-10 - Disposition Request	white bond thin white	3-15-73
	FD-10.1	
FD-24 - National Bankruptcy Act Investigations	thin white	12-7-64
FD-26 - Consent to Search Premises (available in Spanish)	white bond	8-19-74
FD-28 - Daily Report	white bond	6-20-72
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FD-29i - Administrative Report, Accounting Personnel	thin white	12-19-73
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FD-36 - Teletype Form	thin blue blue bond*	5-22-64
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FD-37 - Explanation of Charge for Information (Blue Slip)	blue bond	5-20-70
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FD-40 - Field Firearms Training Record	white bond	10-29-71
FD-41 - Scientific Training Record	white bond	12-20-60
FD-48 - Field Office Register No. 2	white bond	12-4-58
FD-56 - Stop Notice	white card stock	11-9-66

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KEY: (WH) - with heading

\* - replaces mimeograph paper

			<u>Types of Paper</u>	<u>Honored Revision Dates</u>
FD-57	- Mail Cover Index Card		white card stock	6-25-73
FD-61	- Identification Order or Check Circular Request	FD-61.1 FD-61.2	white bond thin white thin yellow	2-23-68
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FD-71	- Complaint Form (preinserted carbon)			7-21-67
FD-73	- Auto Record		white card stock	10-14-54
FD-76	- Field Stenographer's and Typist's Daily Report (preinserted carbon)			3-27-68
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FD-111a	- Semiannual Motor Vehicle Report, Overhead and Indirect Expenses		white bond	6-29-59
FD-113	- Administrative Report Data		white bond	12-19-73
FD-120	- Notice of Tardiness		white bond	12-22-54
FD-122	- Recommendation for Preparation of, or Change in, ADEX Card	FD-122.1 FD-122.2	white bond thin white (WH) thin yellow	3-12-74
FD-123	- Request for Information Concerning Savings Bond Purchases	FD-123.1 FD-123.2	white bond thin white (WH) thin yellow	3-15-73
FD-125	- Record Request		white bond	7-20-73
FD-127	- Daily Report of Chief Clerk's Office		white bond	6-12-74
FD-128	- Letter Changing Office of Origin in Security Cases	FD-128.1	thin white (WH) thin yellow	3-12-74
FD-132	- Request for Approval of Local Police School and/or Assignment of Bureau Instructors	FD-132.1	thin white (WH) thin yellow	2-1-63



		<u>Types of Paper</u>	<u>Honored Revision Dates</u>
FD-134	- Form Memorandum	offset paper	4-29-64
FD-135	- Daily Status of Stenographic Work	white bond	2-26-64
FD-140	- Application for Employment	offset paper	4-9-73
FD-145	- Waiver of Indictment	white bond	No date
FD-149	- Lead Sheet	thin white	3-18-65
FD-150	- Monthly Recap of Cost of Operation and Accrued Mileage of Bureau-owned Motor Vehicles	white bond	7-11-66
FD-150a	- Cost of Operation of Bureau-owned Motor Vehicle	white bond	4-10-69
FD-159	- Record of Information Furnished Other Agencies	thin white	5-23-66
FD-160	- Indices Search Slip	white bond	3-23-71
FD-161	- Report of Stamps Used	white bond	10-31-58
FD-164	-- Application to Nominate Representative to Attend FBI National Academy	white bond	7-10-74
FD-165	- FBI Field Office Wanted-Flash-Cancellation Notice	pink bond	6-17-74
FD-166	- Absence Schedule	white bond	No date
FD-173	- Information Concerning Last Federal Employment	white bond	4-3-69
FD-177	- Letter to Registrant (Selective Service Cases)	white bond thin yellow	3-15-73
		FD-177.1	
FD-178	- Letter to Person Listed as Always Knowing Registrant's Address (Selective Service Cases)	white bond	3-15-73
FD-179	- Letter to Registrant's Employer (Selective Service Cases)	white bond	3-15-73
FD-180	- Letter to Any Person Who is Acquainted with Registrant Who May Know His Whereabouts (Selective Service Cases)	white bond	3-15-73
FD-181	- Letter to Postmaster (Selective Service Cases)	white bond	3-15-73
FD-182	- Letter to Registrant (in Spanish) (Selective Service Cases)	white bond thin yellow	3-15-73
		FD-182.1	
FD-183	- Reemployment Rights Following Military Service	offset paper	7-10-74

		<u>Types of Paper</u>	<u>Honored Revision Dates</u>
FD-185	- Report of Performance Rating	white bond	10-26-70
[ FD-185a	- Performance Rating Guide for Investigative Personnel	white bond	[11-11-74]
[ FD-185b	- Performance Rating Guide for Clerical Personnel	white bond	[11-11-74]
FD-186	- Memorandum re Posting of Information on ADEX Card	white bond	10-5-72
FD-188	- Letter Requesting Verification of Present or Prior Military Service (Selective Service Cases)	FD-188.1 thin white (WH) thin yellow	3-3-69
FD-189	- Employee's Salary and Assignment Changes	white bond	9-8-72
FD-190	- Interview Form	white bond	2-13-74
FD-191	- Notification of Arrest of Juvenile	FD-191.1 thin white (WH) thin yellow	1-24-63
FD-192	- Bulky Exhibit - Inventory of Property Acquired as Evidence	FD-192.1 green bond thin white	10-6-65
FD-193	- Report of Exit Interview and Separation	white bond	7-10-74
FD-195	- Statement of Federal Service	ADP Card	3-23-59
FD-196	- Request for Search in National Fraudulent Check File	thin white	5-13-71
FD-197	- File Locate	white bond	1-14-60

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<u>Volume II</u>		<u>Types of Paper</u>	<u>Honored Revision Dates</u>
FD-200	- Request for Stenographers	white bond	2-17-60
FD-203	- Memorandum Requesting Investigation in Security Cases and Extremist Matters	white bond	8-10-71
FD-204	- Investigative Report	FD-204.1 thin white offset paper*	3-3-59
FD-205	- Notification of Delinquent Deadline Case	thin white (WH)	4-13-70
FD-207	- Address and Phone Change, Marital Status and Births	white bond	4-3-67
FD-208	- Information re Illnesses, Deaths, Advanced Leave, LWOP	white bond	7-23-73
FD-209	- Memorandum for Recording Contacts with Criminal, Extremist, and Security Informants	thin white (WH)	4-1-74
FD-210	- Letterhead Memorandum Setting Out Information Regarding Alien	thin white (WH)	3-23-61
FD-211	- Record of Registered Mail Received from Bureau	thin white	3-18-66
[ FD-212	- Monthly Automotive Inspection Report	white bond	[6-5-74]
FD-213	- Dictation Assignment	white bond	3-25-68
FD-215	- Individual Security Patrol Daily Report	white bond	5-18-66
FD-215a	- Combined Security Patrol Report	white bond	5-9-74
FD-215b	- Security Patrol Log	white bond	5-18-66
FD-217	- Notification of Bureau File Number	yellow bond	2-7-68
FD-218	- Supply Requisition	white bond	2-21-74
FD-220	- Deserter Fugitive Airtel	FD-220.1 FD-220.2 (blue bond discontinued) thin blue thin yellow	2-12-73
FD-220a	- Deserter Fugitive Airtel (copy for Armed Forces)	thin white	2-12-73
FD-221	- Confidential Fund Receipt Executed by Special Agent	white bond	3-1-66
FD-221a	- Request for Funds for Payment to Informant	white bond	7-15-70

		<u>Types of Paper</u>	<u>Honored Revision Dates</u>
FD-222	- Nonexpendable Inventory Record Card (preinserted carbon)		1-13-67
FD-223	- Letter to Vendor Concerning Invoices	white bond	3-15-73
FD-224	- Personal Data Form (reinstatement of Serviceman)	white bond	10-26-61
FD-226	- Expendable Supply Requisition (For use in BS, CG, DE, LA, MP, NK, NY, PH, and SF)	white bond	No date
FD-229	- Error Slip (Dictaphone Memobelts)	white bond	No date
FD-231	- Cover Letter for EOD Forms	white bond	6-11-74
[ FD-237	- Criminal Informant Review Sheet	pink bond	[1-14-75]
[ FD-238	- Security Informant Review Sheet	pink bond	[1-14-75]
FD-239	- Imprest Fund, Itemization of Expenses and Receipt	thin white	7-25-62
FD-241	- Education Facilities in the Washington Area	offset paper	7-15-69
FD-242	- Information Concerning the Clerical and Clerical-Skilled Oriented Positions	offset paper	11-4-74
FD-243	- Position Description Form	white bond	7-2-74
FD-243a	- Transmittal Letter for Position Description Data	FD-243.1 thin white (WH) thin yellow	3-13-63
FD-245	- File Front (fold-over top)		4-13-60
FD-246	- FBI Time and Attendance Report	ADP card	9-21-67
FD-247	- Abstract (blue and white - preinserted carbon)		3-27-58
FD-249	- Criminal Fingerprint Card	white card stock	3-13-72
FD-250	- Single Abstract	FD-250.1 FD-250.2 FD-250.3 pink bond blue bond white bond yellow bond	11-30-54
FD-251	- Film Pack Log	white card stock	10-20-64
FD-252	- Employee Suggestion	thin white	9-11-59
FD-253	- Special Agents Insurance Fund Beneficiary Form	thin white (WH)	3-22-73
FD-254	- Receipt for GTR	green card stock	6-8-55

			<u>Types of Paper</u>	<u>Honored Revision Dates</u>
FD-255	- Recommendation for Incentive Award		thin white (WH)	12-30-70
FD-256	- Field Office Register No. 3		buff ledger paper	6-20-72
FD-257	- Information Concerning Special Agent Position		offset paper	11-4-74
FD-258	- Applicant Fingerprint Card		white card stock	4-25-72
FD-260	- Out Card, General Index	FD-260.1	pink card stock salmon card stock	3-3-55
FD-263	- Cover Page Accompanying Investigative Report	FD-263.1	thin white offset paper*	1-7-72
FD-264	- Job Qualification Statement of Position of Radio Maintenance Technician		offset paper	11-4-74
FD-266	- Request for Information		white bond	6-11-64
FD-268	- Positions for Applicants in the Laboratory		offset paper	11-4-74
[ FD-271	- Monthly Review Sheet		white bond	[1-24-75]
FD-272	- Cover Page Accompanying Summary Report	FD-272.1	thin pink pink bond*	3-3-59
[ FD-273	- Information Concerning Housing Conditions in Washington, D. C., and Vicinity		offset paper	[3-27-75]
FD-276	- Radio Interference Report		white bond	1-31-67
FD-277	- Field Reply to Bureau Follow-up Letter (Form 3-208) re SA Physical Condition	FD-277.1	white bond thin yellow	2-15-74
FD-278	- CW Radio Message Form		white bond	12-11-58
FD-279	- CW Radio Log		white bond	12-3-58
FD-280	- Decoded Copy - Radio or Teletype		pink bond	8-28-58
FD-281	- Receipt for Government Property (full sheet)		white bond	8-11-64
FD-281a	- Receipt for Government Property (half sheet)		white bond	8-11-64
FD-282	- Annual Leave Request		white bond	4-24-74
FD-282a	- Annual Leave Request (for SAC, ASAC; in excess of two days for employees on (1) probation, (2) against whom disciplinary action is pending)		white bond	8-25-67

		<u>Types of Paper</u>	<u>Honored Revision Dates</u>
FD-283	- FM Radio Station Log	white bond	2-8-63
FD-284	- Purchase Order (preinserted carbon)		8-13-63
FD-285	- FBI Personnel Status Form	white bond	2-12-71
FD-286	- Daily Traffic Report	white bond	12-11-64
FD-287	- Clerical Vocation Record	white bond	4-1-74
FD-287a	- Agent Vocation Record	white bond	4-1-74
FD-288	- Operator's Road Test and Driving Certification	white bond	7-14-71
FD-290	- CW Radio Delinquency Report	thin white (WH)	2-11-63
FD-291	- Employment Agreement	white bond	11-1-73
FD-292	- Change in Marital Status	white bond	10-9-73
FD-293	- 10-Day Interview	white bond	9-6-72
FD-294	- Letter Initiating Investigations of Clerical Employees and Special Agents (Law)	thin white (WH) thin yellow	6-3-74
FD-295	- Selective Service - Reserve Status	white card stock	8-3-73
FD-296	- Log of Toll Calls	white bond	3-4-64
FD-297	- Log for Technical Surveillance	thin white	1-28-57
FD-298	- Letter Instructing the Cincinnati Office to Request Search of R. O. Polk Company Files	white bond	1-10-63
FD-299	- Historical Record	white card stock	3-14-57

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FD-300	- Attachment to Standard Form 88, "Report of Medical Examination"	white bond	8-28-72
FD-301	- Report of Audit of Imprest Fund	white bond	5-23-57
FD-302	- Form for Reporting Information That May Become Testimony (preinserted carbon)	FD-302.1 offset paper*	11-27-70
FD-303.	- Stock Issue Record	white card stock	6-13-57
FD-304	- Record of Absences for Illness	white card stock	6-25-65
[ FD-305	- Last Cover Page for ADEX Report	thin white	[2-13-75]
FD-306	- Cover Sheet for Informant Report or Material	FD-306.1 thin white offset paper*	9-30-69
[ FD-307	- Application for Sick Leave Statement	white bond	[2-5-75]
FD-308	- Federal Savings Bond Payroll Allotment Authorization and Record	white bond	6-29-67
FD-309	- Report of Interview with Employee Departing on Maternity Leave	white bond	6-20-69
FD-310	- Change of Address	white card stock	2-27-73
FD-311	- Letter Identifying Clerical Employees as Potential Special Agents	thin white (WH)	11-29-74
FD-313	- In-Service Training Confirmation for Special Agents	white bond	7-19-74
FD-314	- Office of Preference Letter	white bond	3-1-74
FD-315	- INS Lookout Notice	white bond	9-10-68
FD-316	- Background Data for Limited Inquiries on Maintenance Employees	thin white (WH)	2-4-71
FD-318	- Questionnaire for Applicants for Radio Maintenance Technician Positions	white bond	10-30-73
FD-319	- Interview Form - FBI National Academy Applicant	white bond	8-1-73
FD-320	- FBI Case Status Form	FD-320.1 white bond thin yellow	9-30-74
FD-321	- Publicity Cancellation Notice re Fugitives	white card stock	6-30-72

			<u>Types of Paper</u>	<u>Honored Revision Dates</u>
FD-322	- Employment Opportunities for Your Associates		white bond	1-4-73
FD-324	- Special Agents' Accomplishments Record		white bond	5-13-74
FD-325	- Promotion Recommendation for Non-Agent Personnel	FD-325.1 FD-325.2	white bond thin white thin yellow	6-16-72
FD-326	- Recommendation for Trial Assignment	FD-326.1 FD-326.2	white bond thin white thin yellow	6-16-72
FD-327	- Reassignment and Permanent Assignment Letter	FD-327.1 FD-327.2	white bond thin white thin yellow	10-3-67
FD-328	- Waiver of Consent for Polygraph (available in Spanish for AQ, EP, NY, PX, MM, SA, SD, SJ)		white bond	8-9-72
FD-329	- Monthly Report - VOT		ADP card	1-23-74
FD-330	- Itinerary		yellow ledger paper	11-29-72
FD-331	- Letter to Secure Bureau Authority for Part-time Employment		white bond	9-8-72
FD-331a	- Letter Advising of Termination of Part-time Employment		white bond	1-11-63
FD-333	- Interview - Departure for Military Service		white bond	11-3-67
FD-334	- Crypto Log		white bond	7-19-67
FD-335	- Employees Information Sheet and Questionnaire re Foreign Assignment and Assignment to Anchorage, Honolulu, and San Juan		white bond	4-16-74
FD-336	- Request for Authorization to Interview Subject	FD-336.1	thin white (WH) thin yellow	4-1-74
FD-337	- Personal History of Disaster Victim		white bond	7-24-62
FD-338	- Intraoffice Memorandum re Destruction of Channelizing Memoranda after Inclusion in Reports		white bond	3-14-68
FD-338a	- Intraoffice Memorandum re Destruction of Channelizing Memoranda under 1-Year Rule		white bond	4-8-63
[ FD-339	- Currency List (preinserted carbon)			[8-2-74]
FD-340	- 1-A Envelope		small white bond	6-24-65



		<u>Types of Paper</u>	<u>Honored Revision Dates</u>
[ FD-340a	- 1-A Envelope	manila	[3-12-74]
FD-341	- Radio Equipment Maintenance Log	white ledger paper	7-28-61
FD-342	- Dissemination Routing Slip -- Local Intelligence Agencies	white bond	3-15-73
FD-344	- Annual Telephone Equipment and Cost Report	white bond	3-27-72
FD-345	- Photographic - Photocopy Log	white bond	3-11-63
FD-346	- Immigrant Case Form Letter to Bureau and Washington Field Office	FD-346.1 white bond thin yellow	12-21-70
FD-347	- Lead Card (preinserted carbon)		8-5-69
FD-348	- Informant Index Card	white card stock	9-18-73
FD-349	- Work Sheet - Stenographer's Production Average	white bond	3-27-68
FD-350	- Mounting Sheet for Newspaper Clippings	white bond	7-16-63
FD-351	- Assumption of Custody Request	FD-351.1 thin white (WH) thin yellow	4-4-73
FD-352	- Handwriting and/or Hand Printing Specimen in Fraudulent Check Cases	green - white bond	3-24-69
FD-353	- Personal Identification Fingerprint Card	white card stock	7-27-65
FD-354	- Interview or Report re Sick Leave	thin white	8-1-73
FD-356	- Request for Agency Check	white bond	7-24-74
FD-357	- Automobile Utilization Chart	white bond	1-13-69
FD-358	- State Teletype System Form	thin yellow	3-29-65
FD-359	- Frequency Chart (For use in BA, BS, BU, CG, CV, DE, JK, KC, LV, LA, MM, MI, NK, NH, NY, PH, PX, PG, SL, SD, SF, SJ, SE, TP, WFO)	white bond	6-27-63
FD-360	- Car Occupant Chart	white bond	7-18-63
FD-361	- Request and Authorization for, or Cancellation of, Allotment of Compensation for State Income Tax Purposes	white bond	9-29-72
[ FD-365	- Airtel - Summary of Complaint	FD-365.1 thin blue thin yellow	[11-27-74]
FD-366	- Letterhead Memorandum Advising Secret Service of Change in Residence and/or Employment of Certain Bureau Subjects	FD-366.1 thin white (WH) thin yellow	12-12-72

			<u>Types of Paper</u>	<u>Honored Revision Dates</u>
FD-367	- Transmittal Letter for Cease-duty Performance Rating and Bureau Property	FD-367.1	white bond thin white	10-20-69
FD-369	- Requisition for Supplies and/or Equipment (preinserted carbon)			8-17-70
FD-370	- Progress Record for New Agents Training Programs in Field		white bond	10-25-72
FD-371	- Monthly Letter re Dissemination of Criminal Information	FD-371.1	thin white (WH) thin yellow	1-4-73
FD-374	- Monthly Progress Letter for Criminal Informant Program	FD-374.1	white bond thin yellow	2-4-65
FD-375	- Training Agreement		white bond	8-28-72
FD-376	- Dissemination Letter to Secret Service	FD-376.1	thin white (WH) thin yellow	10-9-73
[ FD-377	- Extremist Informant Review Sheet		pink bond	[1-14-75]
[ FD-379	- Request for Interview Authorization re Contact Cases	FD-379.1	thin white (WH) thin yellow	[7-1-74]
FD-380	- Personnel Record (Fingerprint Card) (formerly "No Number" form - Volume III)		white card stock	7-27-65
FD-381	- Motor Vehicle Maintenance Record		white bond	11-3-65
FD-382	- Foreign Assignment Agreement		white bond	5-9-72
FD-383	- FBI Facial Identification Fact Sheet		white bond	4-28-69
FD-385	- Letter to Bureau re Criminal Intelligence Program, La Cosa Nostra (LCN)		white bond	10-12-66
FD-386	- Comsec & Related Equipment - Maintenance Log		white ledger paper	8-1-68
[ FD-388	- Leads Letter re Change in Marital Status		thin white (WH)	[2-11-75]
FD-391	- Request for Authority to Hire Applicants	FD-391.1 FD-391.2	(blue bond discontinued) thin blue thin yellow	2-29-68
FD-392	- Stenographer - Typist Production and Accuracy Monthly Report		white bond	11-7-74
FD-394	- Airtel, Criminal Intelligence Program (Monthly Summary of Accomplishments)	FD-394.1	thin blue thin yellow	2-20-74
FD-394a	- Last Page of Form FD-394 (Monthly Gambling Accomplishments)	FD-394a.1	thin blue thin yellow	9-25-67
FD-395	- Interrogation; Advice of Rights (available in Chinese and Spanish)		white bond	10-10-67

- FD-396 - Envelope for Submission of "The Investigator" Items
- [ FD-398 - Verification of Information Concerning Bombing Suspects
- FD-399 - FBI Publications Requisition

<u>Types of Paper</u>	<u>Honored Revision Dates</u>
manila	10-9-67
blue bond	[11-20-74]
white bond	10-11-73

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FD-402	- Quarterly Report of Outgoing FIS Telephone Calls	white bond	12-10-70
FD-404	- Your Rights at a Lineup (available in Spanish)	white bond	8-21-68
FD-405	- Extremist Informants Statistical Report	FD-405.1 thin white (WH) thin yellow	3-8-74
FD-405a	- Areas of Informant Development	FD-405a.1 thin white thin yellow	10-5-73
FD-405b	- Informants Accomplishments	FD-405b.1 thin white thin yellow	10-5-73
[ FD-406	- Authority to Release Information	white bond	[10-21-74]
FD-407	- Recommendation for Transfer of Special Agent to Resident Agency	FD-407.1 thin white (WH) thin yellow	9-24-71
FD-408	- Application for Reimbursement of Real Estate Expenses	white bond	8-27-69
FD-409	- BUAP - Status Inquiry	white bond	7-20-72
FD-410	- Motor Vehicle Recoveries	thin white	8-18-70
FD-411	- Notification of Location of Delinquent Registrants	FD-411.1 thin white (WH) thin yellow	3-1-73
FD-412	- Cover Sheet for Dissemination of Major Case Memorandum	FD-412.1 thin white (WH) thin yellow	4-11-69
FD-413	- Cover Letter for Chinese Alien Interviews	FD-413.1 thin white (WH) thin yellow	11-22-71
FD-414	- NCIC Entry Form - Stolen Vehicle and License Plate	pink bond	8-25-69
FD-415	- NCIC Entry Form - Stolen Securities	green bond	8-25-69
FD-416	- NCIC Entry Form - Stolen Article and Gun	blue bond	8-25-69
FD-417	- Dissemination Routing Slip	offset paper	9-12-69
FD-418	- Evaluation of Gun Battles	white bond	7-12-74
FD-419	- Transmittal Label for Training Film	white card stock	7-11-72

		<u>Types of Paper</u>	<u>Honored Revision Dates</u>
FD-420	- Attendance Register	white card stock	8-13-71
FD-421	- Secure Teletype Log	white bond	8-4-71
FD-422	- Secure Teletype Log Recap	white bond	8-4-71
FD-423	- Inventory of Cryptomaterial	white bond	12-30-69
FD-424	- Recommendation for Special Agent as Relief Supervisor	FD-424.1 thin white (WH) thin yellow	1-7-70
FD-425	- Pending Prosecutions Monthly Report	FD-425.1 thin white (WH) thin yellow.	2-21-74
FD-426	- Visitors' Log	white bond	3-19-70
FD-427	- Intraoffice Memorandum to RUC Case	thin white (WH)	4-7-70
FD-428	- Letter re Status of Cryptosystems Personnel	FD-428.1 FD-428.2 white bond thin white thin yellow	10-29-74
FD-429	- Special Clerk Agreement	white bond	6-5-72
FD-430	- Airtel for Bank Robbery ADP Entry	FD-430.1 thin blue thin yellow	5-22-74
FD-431	- Letter re Authorization or Disposition of Personally Owned Side Arm	thin white (WH)	5-12-71
FD-432	- Photograph Album, Extremist or Arab	white bond	3-29-73
FD-432a	- Cover Letter for Form FD-432	thin white (WH)	3-29-73
FD-433	- Request for Leave Audit	thin white (WH)	9-29-72
FD-434	- Request for Cancellation of Savings and/or Checking Account Allotments	white bond	10-1-73
FD-435	- Military Service Restoration Interview	thin white (WH)	11-23-70
FD-436	- Airtel - Bombing Statistics	FD-436.1 thin blue thin yellow	8-4-72
FD-438	- Acknowledgment for Service Record Inquiries	white bond	1-20-71
FD-438a	- Bureau Copy, Field Tickler Copy, Yellow File Copy, of Form FD-438	FD-438a.1 thin white (WH) thin yellow	1-20-71
[ FD-439	- Quarterly Statistical Report of Security Informants	FD-439.1 thin white thin yellow	[1-14-75]
FD-440	- "Type of Blood" Card	white card stock	4-28-71

		<u>Types of Paper</u>	<u>Honored Revision Dates</u>
FD-441	- Return Receipt Card	white card stock	5-3-71
FD-442	- Physical Examination Authorization - Army	white bond	9-13-71
FD-443	- Physical Examination Authorization - Air Force	white bond	9-13-71
FD-444	- Physical Examination Authorization - Navy	white bond	9-13-71
FD-445	- Physical Examination Authorization - U. S. Public Health Service	white bond	10-17-73
FD-446	- Physical Examination Authorization - Veterans Administration	white bond	4-1-74
FD-447	- Routing Slip re Office of Preference Standing	offset paper	4-25-74
FD-448	- Facsimile Transmittal Record	white bond	10-16-73
FD-449	- SOBIR - INS Record Check	thin white (WH)	11-18-71
FD-450	- Computerized Telephone Number File (CTNF) Entry and Search Request	white bond	10-23-73
[ FD-451	- Security Informants, Assets, and Sources Monthly Status Report	FD-451.1 thin white (WH) thin yellow	[1-14-75]
[ FD-451a	- Security Informant and Asset Accomplishments	FD-451a.1 thin white thin yellow	[1-14-75]
[ FD-451b	- Areas of Informant and Asset Development	FD-451b.1 thin white thin yellow	[1-14-75]
FD-452	- Index Card for Stolen Personalized Jewelry File (SPJF)	white card stock	1-24-72
FD-454	- Magnetic-Card Master	offset paper	4-13-72
FD-455	- Valuable Exhibits Log	white bond	4-20-72
FD-456	- Letter Initiating Investigations of National Academy Applicants	FD-456.1 thin white (WH) thin yellow	6-3-74
FD-458	- Metal Seals Charge-out Record - Valuable Exhibits	white bond	7-7-72
FD-459	- Copy Record	offset paper	2-22-73
FD-460	- Request for Advance of Funds	thin white (WH)	11-27-72
FD-461	- Summary of Prosecutive Action in Organized Crime Cases	offset paper	5-15-73
FD-462	- Maternity Benefits	white bond	4-23-73

			<u>Types of Paper</u>	<u>Honored Revision Dates</u>
FD-463	- FM Radio Installation Data		white bond	6-27-73
FD-464	- Identification or Credential Card Request		white bond	3-12-74
FD-465	- Authority to Release Medical Information		white bond	8-29-73
FD-466	- Information Concerning Positions of Computer Programmer and Computer Systems Analyst		white bond	11-4-74
FD-467	- Airtel for Bank, Fraud and Embezzlement ADP Entry	FD-467.1	thin blue thin yellow	11-4-74
FD-468	- Recommendation for Director's Letter	FD-468.1	thin white (WH) thin yellow	11-22-74
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KEY: GSA - General Services Administration



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- 3-10     .... Letter to Field Requesting Agents Report for In-Service (thin white, blocked, and unblocked thin yellow available)  
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- 3-11     .... Control Card for Bureau Property  
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- 3-12     .... Card Containing Personnel Information (blue and white)  
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- 3-14     .... Stock Received  
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- 3-17     .... Film Charge-out Card  
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- 3-26     .... Special Agent Conditional Letter  
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- 3-31     ....   Housing Information Card  
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- 3-34     ....   Transfer Letter for Bureau Employees (New Agent)  
(thin white, M&T blocked yellow, and unblocked yellow  
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- 3-34a    ....   SAC Tickler Copy of Form 3-34 (New Agent) (with  
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- 3-34b    ....   Domestic Transfer Agreement (enclosure to Form 3-34)  
(bond only)  
Front Office, Movement Unit
- 3-34c    ....   M&T Blocked Yellow (no other file copy - per Love  
7/19/73) and FBIHQ Tickler Copy of Form 3-34 (New Agent)  
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- 3-34d    .....   SAC Tickler (with special instructions to the SAC),  
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- 3-38     ....   Stock Requisition Recording Form  
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- 3-40     ....   Inventory Property Card for Agents  
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- 3-50 ..... Administrative Report Data Card  
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- 3-56 ..... Visit Record - Health Service  
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- 3-61 ..... Summary Sheet of Applicant Investigation  
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- 3-63 ..... Memo Transmitting Stenographic and Typing  
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certain enclosures respectively)  
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Personnel Actions Subdivision

3-159a .... SAC Tickler Copy of Form 3-159 (with special instructions to the SAC)  
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 Personnel Actions Subdivision

3-159b .... M&T Blocked Yellow of Form 3-159 (also used for FBIHQ Tickler - per Miss Tibbetts, 5/23/69) (indicating special instructions to the SAC and certain enclosures)  
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- 3-302a . . . . Special Agent Appointment Letter - Report to Old  
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- 3-303 . . . . Additional Information and Instructions  
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- 3-313 . . . . Automobile Sign-in and Sign-out Record (formerly 2-99)  
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(over)

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- 3-451 .... Letter to Bureau of Employees' Compensation  
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- 3-473     ....    Letter Ordering Bureau Applicant Investigations  
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- 3-473a    ....    M&T Blocked Yellow of Form 3-473  
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- 3-488     ....    Reply to Inquiries for Latest Address of Employees  
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- 3-493 .... Position Evaluation Summary - Supervisory  
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- 3-501 . . . . Credential Work Sheet Exhibits Section
- 3-505 . . . . Reply to Applicant - Satisfactory Ratings not Attained (thin white and M&T blocked thin yellow available) Personnel Section, Applicant and Placement Unit
- 3-506 . . . . Reply to Applicant - No Encouragement; Applications Exceed Appointments which are made on a Highly Competitive Basis (thin white and M&T blocked thin yellow available). Personnel Section, Applicant and Placement Unit
- 3-508 . . . . Reply to Applicant - Appointment not Possible at this Time; Qualifications on File for Future Reference (no action category - per Lois Carter 10/5/72) (thin white and M&T blocked thin yellow available) Personnel Section, Applicant and Placement Unit
- 3-509 . . . . Reply to Applicant - Appointment not Possible at this Time; Qualifications Listed for Future Reference (thin white and M&T blocked thin yellow available) Personnel Section, Applicant and Placement Unit
- 3-512 . . . . Purchase Order (white, numbered consecutively, and used exclusively at the FBIHQ) (formerly green, consecutively numbered copy of FD-284) Procurement and Administrative Services Section
- 3-514 . . . . Outside Employment Index Card Personnel Section, Veterans' Counseling and Clerical Promotion Unit
- 3-518 . . . . Warning Notice Against Mutilation of Filed Compensation Act Forms Personnel Section, Personnel Services Unit, Special Agent Physical Examination Subdivision

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- 3-533a .... Letter Transmitting Completed Credential Card  
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- 3-556 . . . . Car Schedule  
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- 3-563 .... Notice Concerning Blood Donor Program  
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- 3-588 .... Cover Letter to Field in Processing Deaths of Bureau Employees (changed from thin white to white bond - per Hershey - Branthover, December, 1968)  
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- 3-588a .... FBIHQ Tickler Copy and M&T Blocked Yellow File Copy of Form 3-588  
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- 3-588b .... Enclosure to Form 3-588 - General Information for Survivors (4 pages - copies not to be assembled or stapled for Division III - per Ruth Wood) (bond)  
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3-596b .... M&T Blocked Yellow and FBIHQ Tickler (thin white) of  
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- 3-605 .... Master Position Card (replaces 3-104 and 3-104a)  
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- 3-610 .... Special Agent Appointment Letter - Confirmation of  
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- 3-614 .... SOG Clerical Appointment Letter - Confirmation of  
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- 3-617 .... Telephonic Request re Credit or Service Record Inquiry  
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(M&T blocked yellow available - per Feeney 12/7/71)  
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KEY: (WH) - with heading

\* - replaces mimeograph paper

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FD-135	- Daily Status of Stenographic Work	white bond	2-26-64
FD-140	- Application for Employment	offset paper	4-9-73
FD-145	- Waiver of Indiotment	white bond	No date
FD-149	- Lead Sheet	thin white	3-18-65
FD-150	- Monthly Recap of Cost of Operation and Accrued Mileage of Bureau-owned Motor Vehicles	white bond	7-11-66
FD-150a	- Cost of Operation of Bureau-owned Motor Vehicle	white bond	4-10-69
FD-159	- Record of Information Furnished Other Agencies	thin white	5-23-66
FD-160	- Indices Search Slip	white bond	3-23-71
FD-161	- Report of Stamps Used	white bond	10-31-58
FD-164	- Application to Nominate Representative to Attend FBI National Academy	white bond	7-10-74
FD-165	- FBI Field Office Wanted-Flash-Cancellation Notice	pink bond	6-17-74
FD-166	- Absence Schedule	white bond	No date
FD-173	- Information Concerning Last Federal Employment	white bond	4-3-69
FD-177	- Letter to Registrant (Selective Service Cases)	white bond thin yellow	3-15-73
		FD-177.1	
FD-178	- Letter to Person Listed as Always Knowing Registrant's Address (Selective Service Cases)	white bond	3-15-73
FD-179	- Letter to Registrant's Employer (Selective Service Cases)	white bond	3-15-73
FD-180	- Letter to Any Person Who is Acquainted with Registrant Who May Know His Whereabouts (Selective Service Cases)	white bond	3-15-73
FD-181	- Letter to Postmaster (Selective Service Cases)	white bond	3-15-73
FD-182	- Letter to Registrant (in Spanish) (Selective Service Cases)	white bond thin yellow	3-15-73
		FD-182.1	
FD-183	- Reemployment Rights Following Military Service	offset paper	7-10-74

		<u>Types of Paper</u>	<u>Honored Revision Dates</u>
FD-185	- Report of Performance Rating	white bond	10-26-70
[ FD-185a	- Performance Rating Guide for Investigative Personnel	white bond	[11-11-74]
[ FD-185b	- Performance Rating Guide for Clerical Personnel	white bond	[11-11-74]
FD-186	- Memorandum re Posting of Information on ADEX Card	white bond	10-5-72
FD-188	- Letter Requesting Verification of Present or Prior Military Service (Selective Service Cases)	FD-188.1 thin white (WH) thin yellow	3-3-69
FD-189	- Employee's Salary and Assignment Changes	white bond	9-8-72
FD-190	- Interview Form	white bond	2-13-74
FD-191	- Notification of Arrest of Juvenile	FD-191.1 thin white (WH) thin yellow	1-24-63
FD-192	- Bulky Exhibit - Inventory of Property Acquired as Evidence	FD-192.1 green bond thin white	10-6-65
FD-193	- Report of Exit Interview and Separation	white bond	7-10-74
FD-195	- Statement of Federal Service	ADP Card	3-23-59
FD-196	- Request for Search in National Fraudulent Check File	thin white	5-13-71
FD-197	- File Locate	white bond	1-14-60

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FD-200 - Request for Stenographers	white bond	2-17-60
FD-203 - Memorandum Requesting Investigation in Security Cases and Extremist Matters	white bond	8-10-71
FD-204 - Investigative Report	FD-204.1 thin white offset paper*	3-3-59
FD-205 - Notification of Delinquent Deadline Case	thin white (WH)	4-13-70
FD-207 - Address and Phone Change, Marital Status and Births	white bond	4-3-67
FD-208 - Information re Illnesses, Deaths, Advanced Leave, LWOP	white bond	7-23-73
FD-209 - Memorandum for Recording Contacts with Criminal, Extremist, and Security Informants	thin white (WH)	4-1-74
FD-210 - Letterhead Memorandum Setting Out Information Regarding Alien	thin white (WH)	3-23-61
FD-211 - Record of Registered Mail Received from Bureau	thin white	3-18-66
[ FD-212 - Monthly Automotive Inspection Report	white bond	[6-5-74]
FD-213 - Dictation Assignment	white bond	3-25-68
FD-215 - Individual Security Patrol Daily Report	white bond	5-18-66
FD-215a - Combined Security Patrol Report	white bond	5-9-74
FD-215b - Security Patrol Log	white bond	5-18-66
FD-217 - Notification of Bureau File Number	yellow bond	2-7-68
FD-218 - Supply Requisition	white bond	2-21-74
FD-220 - Deserter Fugitive Airtel	FD-220.1 FD-220.2 (blue bond discontinued) thin blue thin yellow	2-12-73
FD-220a - Deserter Fugitive Airtel (copy for Armed Forces)	thin white	2-12-73
FD-221 - Confidential Fund Receipt Executed by Special Agent	white bond	3-1-66
FD-221a - Request for Funds for Payment to Informant	white bond	7-15-70

		<u>Types of Paper</u>	<u>Honored Revision Dates</u>
FD-222	- Nonexpendable Inventory Record Card (preinserted carbon)		1-13-67
FD-223	- Letter to Vendor Concerning Invoices	white bond	3-15-73
FD-224	- Personal Data Form (reinstatement of Serviceman)	white bond	10-26-61
FD-226	- Expendable Supply Requisition (For use in BS, CG, DE, LA, MP, NK, NY, PH, and SF)	white bond	No date
FD-229	- Error Slip (Dictaphone Memobelts)	white bond	No date
FD-231	- Cover Letter for EOD Forms	white bond	6-11-74
[ FD-237	- Criminal Informant Review Sheet	pink bond	[1-14-75]
[ FD-238	- Security Informant Review Sheet	pink bond	[1-14-75]
FD-239	- Imprest Fund, Itemization of Expenses and Receipt	thin white	7-25-62
FD-241	- Education Facilities in the Washington Area	offset paper	7-15-69
FD-242	- Information Concerning the Clerical and Clerical-Skilled Oriented Positions	offset paper	11-4-74
FD-243	- Position Description Form	white bond	7-2-74
FD-243a	- Transmittal Letter for Position Description Data	FD-243.1 thin white (WH) thin yellow	3-13-63
FD-245	- File Front (fold-over top)		4-13-60
FD-246	- FBI Time and Attendance Report	ADP card	9-21-67
FD-247	- Abstract (blue and white - preinserted carbon)		3-27-58
FD-249	- Criminal Fingerprint Card	white card stock	3-13-72
FD-250	- Single Abstract	FD-250.1 pink bond FD-250.2 blue bond white bond FD-250.3 yellow bond	11-30-54
FD-251	- Film Pack Log	white card stock	10-20-64
FD-252	- Employee Suggestion	thin white	9-11-59
FD-253	- Special Agents Insurance Fund Beneficiary Form	thin white (WH)	3-22-73
FD-254	- Receipt for GTR	green card stock	6-8-55

		<u>Types of Paper</u>	<u>Honored Revision Dates</u>	
FD-255	- Recommendation for Incentive Award	thin white (WH)	12-30-70	
FD-256	- Field Office Register No. 3	buff ledger paper	6-20-72	
FD-257	- Information Concerning Special Agent Position	offset paper	11-4-74	
FD-258	- Applicant Fingerprint Card	white card stock	4-25-72	
FD-260	- Out Card, General Index			
		FD-260.1	pink card stock salmon card stock	3-3-55
FD-263	- Cover Page Accompanying Investigative Report			
		FD-263.1	thin white offset paper*	1-7-72
FD-264	- Job Qualification Statement of Position of Radio Maintenance Technician	offset paper	11-4-74	
FD-266	- Request for Information	white bond	6-11-64	
FD-268	- Positions for Applicants in the Laboratory	offset paper	11-4-74	
[ FD-271	- Monthly Review Sheet	white bond	[1-24-75]	
FD-272	- Cover Page Accompanying Summary Report			
		FD-272.1	thin pink pink bond*	3-3-59
[ FD-273	- Information Concerning Housing Conditions in Washington, D. C., and Vicinity	offset paper	[3-27-75]	
FD-276	- Radio Interference Report	white bond	1-31-67	
FD-277	- Field Reply to Bureau Follow-up Letter (Form 3-208) re SA Physical Condition			
		FD-277.1	white bond thin yellow	2-15-74
FD-278	- CW Radio Message Form	white bond	12-11-58	
FD-279	- CW Radio Log	white bond	12-3-58	
FD-280	- Decoded Copy - Radio or Teletype	pink bond	8-28-58	
FD-281	- Receipt for Government Property (full sheet)	white bond	8-11-64	
FD-281a	- Receipt for Government Property (half sheet)	white bond	8-11-64	
FD-282	- Annual Leave Request	white bond	4-24-74	
FD-282a	- Annual Leave Request (for SAC, ASAC; in excess of two days for employees on (1) probation, (2) against whom disciplinary action is pending)	white bond	8-25-67	

		<u>Types of Paper</u>	<u>Honored Revision Dates</u>
FD-283	- FM Radio Station Log	white bond	2-8-63
FD-284	- Purchase Order (preinserted carbon)		8-13-63
FD-285	- FBI Personnel Status Form	white bond	2-12-71
FD-286	- Daily Traffic Report	white bond	12-11-64
FD-287	- Clerical Vocation Record	white bond	4-1-74
FD-287a	- Agent Vocation Record	white bond	4-1-74
FD-288	- Operator's Road Test and Driving Certification	white bond	7-14-71
FD-290	- CW Radio Delinquency Report	thin white (WH)	2-11-63
FD-291	- Employment Agreement	white bond	11-1-73
FD-292	- Change in Marital Status	white bond	10-9-73
FD-293	- 10-Day Interview	white bond	9-6-72
FD-294	- Letter Initiating Investigations of Clerical Employees and Special Agents (Law)	thin white (WH) thin yellow	6-3-74
FD-295	- Selective Service - Reserve Status	white oard stock	8-3-73
FD-296	- Log of Toll Calls	white bond	3-4-64
FD-297	- Log for Technical Surveillance	thin white	1-28-57
FD-298	- Letter Instructing the Cincinnati Office to Request Search of R. O. Polk Company Files	white bond	1-10-63
FD-299	- Historical Record	white oard stock	3-14-57



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FD-300	- Attachment to Standard Form 88, "Report of Medical Examination"	white bond	8-28-72
FD-301	- Report of Audit of Imprest Fund	white bond	5-23-57
FD-302	- Form for Reporting Information That May Become Testimony (preinserted carbon)	FD-302.1 offset paper*	11-27-70
FD-303	- Stock Issue Record	white card stock	6-13-57
FD-304	- Record of Absences for Illness	white card stock	6-25-65
[ FD-305	- Last Cover Page for ADEX Report	thin white	[2-13-75]
FD-306	- Cover Sheet for Informant Report or Material	FD-306.1 thin white offset paper*	9-30-69
[ FD-307	- Application for Sick Leave Statement	white bond	[2-5-75]
FD-308	- Federal Savings Bond Payroll Allotment Authorization and Record	white bond	6-29-67
FD-309	- Report of Interview with Employee Departing on Maternity Leave	white bond	6-20-69
FD-310	- Change of Address	white card stock	2-27-73
FD-311	- Letter Identifying Clerical Employees as Potential Special Agents	thin white (WH)	11-29-74
FD-313	- In-Service Training Confirmation for Special Agents	white bond	7-19-74
FD-314	- Office of Preference Letter	white bond	3-1-74
FD-315	- INS Lookout Notice	white bond	9-10-68
FD-316	- Background Data for Limited Inquiries on Maintenance Employees	thin white (WH)	2-4-71
FD-318	- Questionnaire for Applicants for Radio Maintenance Technician Positions	white bond	10-30-73
FD-319	- Interview Form - FBI National Academy Applicant	white bond	8-1-73
FD-320	- FBI Case Status Form	FD-320.1 white bond thin yellow	9-30-74
FD-321	- Publicity Cancellation Notice re Fugitives	white card stock	6-30-72

		<u>Types of Paper</u>	<u>Honored Revision Dates</u>
FD-322	- Employment Opportunities for Your Associates	white bond	1-4-73
FD-324	- Special Agents' Accomplishments Record	white bond	5-13-74
FD-325	- Promotion Recommendation for Non-Agent Personnel	FD-325.1 FD-325.2	white bond thin white thin yellow 6-16-72
FD-326	- Recommendation for Trial Assignment	FD-326.1 FD-326.2	white bond thin white thin yellow 6-16-72
FD-327	- Reassignment and Permanent Assignment Letter	FD-327.1 FD-327.2	white bond thin white thin yellow 10-3-67
FD-328	- Waiver of Consent for Polygraph (available in Spanish for AQ, EP, NY, PX, MM, SA, SD, SJ)	white bond	8-9-72
FD-329	- Monthly Report - VOT	ADP card	1-23-74
FD-330	- Itinerary	yellow ledger paper	11-29-72
FD-331	- Letter to Secure Bureau Authority for Part-time Employment	white bond	9-8-72
FD-331a	- Letter Advising of Termination of Part-time Employment	white bond	1-11-63
FD-333	- Interview - Departure for Military Service	white bond	11-3-67
FD-334	- Crypto Log	white bond	7-19-67
FD-335	- Employees Information Sheet and Questionnaire re Foreign Assignment and Assignment to Anchorage, Honolulu, and San Juan	white bond	4-16-74
FD-336	- Request for Authorization to Interview Subject	FD-336.1	thin white (WH) thin yellow 4-1-74
FD-337	- Personal History of Disaster Victim	white bond	7-24-62
FD-338	- Intraoffice Memorandum re Destruction of Channelizing Memoranda after Inclusion in Reports	white bond	3-14-68
FD-338a	- Intraoffice Memorandum re Destruction of Channelizing Memoranda under 1-Year Rule	white bond	4-8-63
[ FD-339	- Currency List (preinserted carbon)		[8-2-74]
FD-340	- 1-A Envelope	small white bond	6-24-65

		<u>Types of Paper</u>	<u>Honored Revision Dates</u>
[ FD-340a	- 1-A Envelope	manila	[3-12-74]
FD-341	- Radio Equipment Maintenance Log	white ledger paper	7-28-61
FD-342	- Dissemination Routing Slip - Local Intelligence Agencies	white bond	3-15-73
FD-344	- Annual Telephone Equipment and Cost Report	white bond	3-27-72
FD-345	- Photographic - Photocopy Log	white bond	3-11-63
FD-346	- Immigrant Case Form Letter to Bureau and Washington Field Office	white bond thin yellow	12-21-70
		FD-346.1	
FD-347	- Lead Card (preinserted carbon)		8-5-69
FD-348	- Informant Index Card	white card stock	9-18-73
FD-349	- Work Sheet - Stenographer's Production Average	white bond	3-27-68
FD-350	- Mounting Sheet for Newspaper Clippings	white bond	7-16-63
FD-351	- Assumption of Custody Request	thin white (WH) thin yellow	4-4-73
		FD-351.1	
FD-352	- Handwriting and/or Hand Printing Specimen in Fraudulent Check Cases	green - white bond	3-24-69
FD-353	- Personal Identification Fingerprint Card	white card stock	7-27-65
FD-354	- Interview or Report re Sick Leave	thin white	8-1-73
FD-356	- Request for Agency Check	white bond	7-24-74
FD-357	- Automobile Utilization Chart	white bond	1-13-69
FD-358	- State Teletype System Form	thin yellow	3-29-65
FD-359	- Frequency Chart (For use in BA, BS, BU, CG, CV, DE, JK, KC, LV, LA, MM, MI, NK, NH, NY, PH, PX, PG, SL, SD, SF, SJ, SE, TP, WFO)	white bond	6-27-63
FD-360	- Car Occupant Chart	white bond	7-18-63
FD-361	- Request and Authorization for, or Cancellation of, Allotment of Compensation for State Income Tax Purposes	white bond	9-29-72
[ FD-365	- Airtel - Summary of Complaint	thin blue thin yellow	[11-27-74]
		FD-365.1	
FD-366	- Letterhead Memorandum Advising Secret Service of Change in Residence and/or Employment of Certain Bureau Subjects	thin white (WH) thin yellow	12-12-72
		FD-366.1	

			<u>Types of Paper</u>	<u>Honored Revision Dates</u>
FD-367	- Transmittal Letter for Cease-duty Performance Rating and Bureau Property	FD-367.1	white bond thin white	10-20-69
FD-369	- Requisition for Supplies and/or Equipment (preinserted carbon)			8-17-70
FD-370	- Progress Record for New Agents Training Programs in Field		white bond	10-25-72
FD-371	- Monthly Letter re Dissemination of Criminal Information	FD-371.1	thin white (WH) thin yellow	1-4-73
FD-374	- Monthly Progress Letter for Criminal Informant Program	FD-374.1	white bond thin yellow	2-4-65
FD-375	- Training Agreement		white bond	8-28-72
FD-376	- Dissemination Letter to Secret Service	FD-376.1	thin white (WH) thin yellow	10-9-73
[ FD-377	- Extremist Informant Review Sheet		pink bond	[1-14-75]
[ FD-379	- Request for Interview Authorization re Contact Cases	FD-379.1	thin white (WH) thin yellow	[7-1-74]
FD-380	- Personnel Record (Fingerprint Card) (formerly "No Number" form - Volume III)		white card stock	7-27-65
FD-381	- Motor Vehicle Maintenance Record		white bond	11-3-65
FD-382	- Foreign Assignment Agreement		white bond	5-9-72
FD-383	- FBI Facial Identification Fact Sheet		white bond	4-28-69
FD-385	- Letter to Bureau re Criminal Intelligence Program, La Cosa Nostra (LCN)		white bond	10-12-66
FD-386	- Comsec & Related Equipment - Maintenance Log		white ledger paper	8-1-68
[ FD-388	- Leads Letter re Change in Marital Status		thin white (WH)	[2-11-75]
FD-391	- Request for Authority to Hire Applicants	FD-391.1 FD-391.2	(blue bond discontinued) thin blue thin yellow	2-29-68
FD-392	- Stenographer - Typist Production and Accuracy Monthly Report		white bond	11-7-74
FD-394	- Airtel, Criminal Intelligence Program (Monthly Summary of Accomplishments)	FD-394.1	thin blue thin yellow	2-20-74
FD-394a	- Last Page of Form FD-394 (Monthly Gambling Accomplishments)	FD-394a.1	thin blue thin yellow	9-25-67
FD-395	- Interrogation; Advice of Rights (available in Chinese and Spanish)		white bond	10-10-67

		<u>Types of Paper</u>	<u>Honored Revision Dates</u>
FD-396	- Envelope for Submission of "The Investigator" Items	manila	10-9-67
[ FD-398	- Verification of Information Concerning Bombing Suspects	blue bond	[11-20-74]
FD-399	- FBI Publications Requisition	white bond	10-11-73

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FD-402	- Quarterly Report of Outgoing FTS Telephone Calls	white bond	12-10-70
FD-404	- Your Rights at a Lineup (available in Spanish)	white bond	8-21-68
FD-405	- Extremist Informants Statistical Report	FD-405.1 thin white (WH) thin yellow	3-8-74
FD-405a	- Areas of Informant Development	FD-405a.1 thin white thin yellow	10-5-73
FD-405b	- Informants Accomplishments	FD-405b.1 thin white thin yellow	10-5-73
[ FD-406	- Authority to Release Information	white bond	[10-21-74]
FD-407	- Recommendation for Transfer of Special Agent to Resident Agency	FD-407.1 thin white (WH) thin yellow	9-24-71
FD-408	- Application for Reimbursement of Real Estate Expenses	white bond	8-27-69
FD-409	- BUAP - Status Inquiry	white bond	7-20-72
FD-410	- Motor Vehicle Recoveries	thin white	8-18-70
FD-411	- Notification of Location of Delinquent Registrants	FD-411.1 thin white (WH) thin yellow	3-1-73
FD-412	- Cover Sheet for Dissemination of Major Case Memorandum	FD-412.1 thin white (WH) thin yellow	4-11-69
FD-413	- Cover Letter for Chinese Alien Interviews	FD-413.1 thin white (WH) thin yellow	11-22-71
FD-414	- NCIC Entry Form - Stolen Vehicle and License Plate	pink bond	8-25-69
FD-415	- NCIC Entry Form - Stolen Securities	green bond	8-25-69
FD-416	- NCIC Entry Form - Stolen Article and Gun	blue bond	8-25-69
FD-417	- Dissemination Routing Slip	offset paper	9-12-69
FD-418	- Evaluation of Gun Battles	white bond	7-12-74
FD-419	- Transmittal Label for Training Film	white card stock	7-11-72

		<u>Types of Paper</u>	<u>Honored Revision Dates</u>
FD-420	- Attendance Register	white card stock	8-13-71
FD-421	- Secure Teletype Log	white bond	8-4-71
FD-422	- Secure Teletype Log Recap	white bond	8-4-71
FD-423	- Inventory of Cryptomaterial.	white bond	12-30-69
FD-424	- Recommendation for Special Agent as Relief Supervisor	FD-424.1 thin white (WH) thin yellow	1-7-70
FD-425	- Pending Prosecutions Monthly Report	FD-425.1 thin white (WH) thin yellow	2-21-74
FD-426	- Visitors' Log	white bond	3-19-70
FD-427	- Intraoffice Memorandum to RUC Case	thin white (WH)	4-7-70
FD-428	- Letter re Status of Cryptosystems Personnel	FD-428.1 FD-428.2 white bond thin white thin yellow	10-29-74
FD-429	- Special Clerk Agreement	white bond	6-5-72
FD-430	- Airtel for Bank Robbery ADP Entry	FD-430.1 thin blue thin yellow	5-22-74
FD-431	- Letter re Authorization or Disposition of Personally Owned Side Arm	thin white (WH)	5-12-71
FD-432	- Photograph Album, Extremist or Arab	white bond	3-29-73
FD-432a	- Cover Letter for Form FD-432	thin white (WH)	3-29-73
FD-433	- Request for Leave Audit	thin white (WH)	9-29-72
FD-434	- Request for Cancellation of Savings and/or Checking Account Allotments	white bond	10-1-73
FD-435	- Military Service Restoration Interview	thin white (WH)	11-23-70
FD-436	- Airtel - Bombing Statistics	FD-436.1 thin blue thin yellow	8-4-72
FD-438	- Acknowledgment for Service Record Inquiries	white bond	1-20-71
FD-438a	- Bureau Copy, Field Tickler Copy, Yellow File Copy, of Form FD-438	FD-438a.1 thin white (WH) thin yellow	1-20-71
[ FD-439	- Quarterly Statistical Report of Security Informants	FD-439.1 thin white thin yellow	[1-14-75]
FD-440	- "Type of Blood" Card	white card stock	4-28-71

		<u>Types of Paper</u>	<u>Honored Revision Dates</u>
FD-441	- Return Receipt Card	white card stock	5-3-71
FD-442	- Physical Examination Authorization - Army	white bond	9-13-71
FD-443	- Physical Examination Authorization - Air Force	white bond	9-13-71
FD-444	- Physical Examination Authorization - Navy	white bond	9-13-71
FD-445	- Physical Examination Authorization - U. S. Public Health Service	white bond	10-17-73
FD-446	- Physical Examination Authorization - Veterans Administration	white bond	4-1-74
FD-447	- Routing Slip re Office of Preference Standing	offset paper	4-25-74
FD-448	- Facsimile Transmittal Record	white bond	10-16-73
FD-449	- SOBIR - INS Record Check	thin white (WH)	11-18-71
FD-450	- Computerized Telephone Number File (CTNF) Entry and Search Request	white bond	10-23-73
[ FD-451	- Security Informants, Assets, and Sources Monthly Status Report	FD-451.1 thin white (WH) thin yellow	[1-14-75]
[ FD-451a	- Security Informant and Asset Accomplishments	FD-451a.1 thin white thin yellow	[1-14-75]
[ FD-451b	- Areas of Informant and Asset Development	FD-451b.1 thin white thin yellow	[1-14-75]
FD-452	- Index Card for Stolen Personalized Jewelry File (SPJF)	white card stock	1-24-72
FD-454	- Magnetic-Card Master	offset paper	4-13-72
FD-455	- Valuable Exhibits Log	white bond	4-20-72
FD-456	- Letter Initiating Investigations of National Academy Applicants	FD-456.1 thin white (WH) thin yellow	6-3-74
FD-458	- Metal Seals Charge-out Record - Valuable Exhibits	white bond	7-7-72
FD-459	- Copy Record	offset paper	2-22-73
FD-460	- Request for Advance of Funds	thin white (WH)	11-27-72
FD-461	- Summary of Prosecutive Action in Organized Crime Cases	offset paper	5-15-73
FD-462	- Maternity Benefits	white bond	4-23-73



		<u>Types of Paper</u>	<u>Honored Revision Dates</u>
FD-463	- FM Radio Installation Data	white bond	6-27-73
FD-464	- Identification or Credential Card Request	white bond	3-12-74
FD-465	- Authority to Release Medical Information	white bond	8-29-73
FD-466	- Information Concerning Positions of Computer Programmer and Computer Systems Analyst	white bond	11-4-74
FD-467	- Airtel for Bank, Fraud and Embezzlement ADP Entry	FD-467.1 thin blue thin yellow	11-4-74
FD-468	- Recommendation for Director's Letter	FD-468.1 thin white (WH) thin yellow	11-22-74
FD-469	- Educational Level Questionnaire	white bond	4-16-74
FD-470	- Airtel - White Collar Crime Statistics	FD-470.1 thin blue thin yellow	10-7-74
FD-471	- Airtel, Research Data - Arrest Study (Subject)	FD-471.1 thin blue thin yellow	9-5-74
FD-471a	- Airtel, Research Data - Arrest Study (Agent)	FD-471a.1 thin blue thin yellow	9-5-74
FD-472	- Telephone Device Consent	white bond	9-25-74
FD-473	- Body Recorder/Transmitter Consent	white bond	9-25-74
FD-474	- Manuals Up-to-date Certification	white card stock	10-30-74
FD-475	- Physical Examination - Weigh-In Card	white card stock	12-12-74
FD-476	- Transmittal for Magnetic-Card Typewriter Correction	pink bond	12-16-74
[ FD-477	-[Career Development Summary	white bond	3-20-75
[ FD-478	- List of Files Destroyed	offset paper	1-10-75
[ FD-479	- Files and Records Destruction Order	offset paper	2-20-75]

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KEY: GSA - General Services Administration

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(Filed in 66-3482-7584 - Bulet  
to LEGATS 4/24/74)

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- 6-17 . . . . ROUTING SLIP
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A*
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- 7-2a    ....    Laboratory Master Work Sheet (pink (includes use for Check Cases))
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- 7-43 .... Memorandum Requesting Laboratory Files to be Retained in Records Section (unblocked original)
- 7-44 .... Translation Form Letter (bond, thin white and M&T blocked yellow available)
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- 7-116     .... Transmittal Letter for Return of Documents to  
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- 8-113 .... Airtel to SAC Sending Proposed Press Release for  
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- 8-114 .... Letter to Field Requesting Background Data Concerning  
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white 1961                      yellow 1967                      yellow 1973  
green 1962                      green 1968                      blue 1974  
yellow 1963                      pink 1969                      white 1975  
blue 1964                      white 1970  
white 1965                      blue 1971  
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ESSIS\*
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- 9-7     ....   Letter to Civil Service Commission Transmitting  
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(thin white with letterhead available)  
ESSIS\*
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ESSIS\*
- 9-8     ....   Letter Ordering Field Investigation (per Manual)  
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ESSIS\*
- 9-10    ....   Memorandum for Identification Division (re apprehension  
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- 9-11    ....   Fugitive Memorandum for Armed Forces (formerly 6-11b)  
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- 9-12    ....   Lead Card - Applicant (white) (formerly additional  
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ESSIS\*

\* Employees Security and Special Inquiry Section

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- 9-14     ....   Letter Ordering Investigation (Loyalty Cases)  
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          ESSIS\*
- 9-14a    ....   M&T Blocked Yellow of Form 9-14 (formerly 6-15a)  
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- 9-15     ....   AEA-A Closing Letter (formerly 6-16)  
          ESSIS\*
- 9-16     ....   Letter Requesting Necessary Investigation for  
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          ESSIS\*
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                  ESSIS\*
- 9-34     ....    Memorandum to Mechanical Section Containing  
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                  ESSIS\*
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                  (thin white with heading, and M&T blocked yellow  
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                  ESSIS\*
- 9-46     .... Letter Notifying Civil Service Commission that a  
                  Sensitive Security Form is being Processed  
                  (formerly 6-112)  
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                  8x10 $\frac{1}{2}$  available)  
                  ESSIS\*
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- 12-3     .... Request to Mail (check, bond) (blue) (formerly 3-5)  
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- 12-4     .... Address and Salary Check Information (separation)  
          (pink and yellow - per approval of Hall and J. E.  
          Reilly)  
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- 12-6     .... Breakdown of Charges (used to record emergency  
          purchase payments as contrasted with Form 3-13 which  
          is used in connection with contracts) (formerly 3-47)  
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*Deleted  
 (Council 0-14E)  
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 K*

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0-50	....	Memorandum for Return of Surplus Property to Supply Section	2-14-73
0-52	....	Weekly Delinquency Report	3-8-61
0-55	....	Instructions to Clerk (formerly 6-93)	2-14-74
0-57	....	Message Checkoff (formerly 2-110, 4-333)	10-2-64
0-59	....	Letter to Recommend Clerks for Tour Training	5-8-73
0-60	....	Vending-Machine Refund Request	3-13-63
0-63	....	Search Request of Special Indices	2-14-74
0-64	....	Memorandum Acknowledging Assignment of Employee to Division at FBIHQ (thin white with heading only - for original)	9-19-67
0-65	....	Request for Labor Service (blue bond)	2-14-74
0-66	....	Name Check Request to CIA	10-17-73
0-67	....	Register for Departure from Building on Official Business (Divisions I, III, IV)	2-12-71
0-68	....	Typewriter Repair Request (consolidation of Forms 1-252, 3-133) (Divisions I and III)	3-12-71
0-69	....	Progress Report for Bureau Employee	5-8-73
0-70	....	Letter of Transmittal to AAG (Assistant Attorney General)	3-28-72
0-72	....	Magnetic-Card Master (All Divisions)	6-5-72

0-73	....	Message Relay (Original on green bond (exception); blocked thin yellow available) Divisions V, VI, IX)	2-13-75
[0-73a	....	Abstract for Form 0-73 (Divisions V, VI, IX)	<sup>revised 11/11/74</sup> [2-13-75] 7-20-73
0-74	....	Multiple Promotions Recommendation for Non-Agent (GS-2 to GS-3) Personnel (approved primarily for Divisions I and IV)	1-30-74
<del>0-75</del>	<del>....</del>	<del>Reply to Department re Technical Coverage (thin white and blocked yellow available) (Divisions V and IX)</del>	<del>4-9-74</del> <i>Deleted 4/29/75</i>
0-76	....	Training Request, Government Employees Training Act (GETA) (thin white only) (Divisions II, III, V, VII, XII)	4-9-74